

File No.: _____

Date of Completed Submittal: _____

**APPLICATION FOR SUB-PERMIT
FOR PRIVATE PROPERTY EVENT
WHERE NO EVENT PERMIT IS REQUIRED**

COVER FORM

City of Atlanta
Mayor's Office of Special Events
55 Trinity Avenue, Suite 2400
Atlanta, Georgia 30303-0310
404.330.6741

This Cover Form must be filled out as a part of any sub-permit application for an event being held on private property that does not require an event permit. The completed sub-permit application, including this Cover Form, along with any required fees, must be submitted to the Mayor's Office of Special Events at least **thirty (30) days prior to the event**. The Office of Special Events will notify the Applicant of whether the Sub-permit has been approved or disapproved, and will provide the Applicant with the Sub-permit if approved.

APPLICANT _____
COMPANY _____
ADDRESS _____
PHONE NO./EMAIL _____

PROPERTY OWNER _____
ADDRESS _____
PHONE NO./EMAIL _____

Date of Event: _____
Time of Event: _____
Expected Number of People: _____
Location of Event (property address): _____

Council District _____ **NPU** _____

Please answer the following questions. Please note that knowingly providing false information to any of the questions below may result in your being charged with a misdemeanor and being charged penalties, including a \$1,000 fine, and other costs.

- 1) Will the event be held on private property?
- Yes No Don't Know

If the answer to this question is "No" or "Don't Know", please speak with a representative of the Office of Special Events about the type of event you will be holding and the proper form(s) to complete.

- 2) Are there any elements of your event blocking all or a portion of public sidewalks or public rights-of-way?

Yes No Don't Know

If the answer to this question is "Yes" or "Don't Know", please speak with a representative of the Office of Special Events about the type of event you will be holding and the proper form(s) to complete.

- 3) Do you reasonably anticipate that the event will have fewer than 75 attendees?

Yes No Don't Know

If the answer to number 3 is "yes", please skip questions 4 through 7, and proceed directly to the signature section.

- 4) Is the event being held on a property that will be used as a residence/home at the time of the event?

Yes No Don't Know

If the answer to number 4 is "yes", please skip questions 5 through 7, and proceed directly to the signature section.

- 5) Will the event:

- a) Be held on property that is zoned as residential (R1 through R5, or RG1 through RG6), but is not intended as a residence (ex. place of worship or school):

Yes No Don't Know

- b) Be held on property that is used on at least a weekly basis for conducting classes and/or worship services:

Yes No Don't Know

- c) Have 500 attendees or fewer: Yes No Don't Know

If the answer to numbers 5a, 5b, and 5c is "yes", please skip questions 6 and 7, and proceed directly to the signature section.

- 6) Will the event be held on commercial property? Yes No Don't Know

If yes:

- a) Does the event meet the definition of an outdoor festival, as set forth in Atlanta Code of Ordinances section 142-51(h) (this definition can be provided by the Office of Special Events upon request)?

Yes No Don't Know

- b) Is the property a vacant lot? Yes No Don't Know

- c) Does the use of the property for the event comply with the zoning of the property?

Yes No Don't Know

d) Will the event be held completely within the boundaries of the commercial property?

Yes No Don't Know

e) Will any part of the event occur on the public sidewalk or street next to or near the property?

Yes No Don't Know

If the event will be held on commercial property, and if the answers to 6a, 6b, and 6e are "no", and the answers to 6c and 6d are "yes", please proceed directly to the signature section.

- 7) If you have not been instructed to skip this item 7 based upon your answers above, please speak with a representative of the Office of Special Events about the type of event you will be holding and the proper form(s) to complete.

By signing, below, I hereby declare that all of the information provided on this application is true and correct to the best of my knowledge.

Applicant's Signature

Date

Applicant's Name- Printed

TO BE FILLED OUT BY THE OFFICE OF SPECIAL EVENTS ONLY:

No Event Permit is Required Because:

_____ Fewer than 75 Anticipated Attendees

_____ Event meets residential property exemption (142-112)

_____ Event meets place of worship/school exemption (142-113)

_____ Event meets commercial property exemption (142-114)

Signature of OSE Employee

Date

Name of OSE Employee- Printed

File No.: _____

Date of Completed Submittal: _____

TEMPORARY STRUCTURE SUB-PERMIT APPLICATION FORM:

This Form must be filled out as a part of any sub-permit application for a temporary structure. The completed Form, along with any required fees, must be submitted to the Mayor's Office of Special Events. The Office of Special Events will notify the Applicant of whether the Sub-permit has been approved or disapproved, and will provide the Applicant with the Sub-permit if approved.

Questions:

The Applicant must answer each of the following questions for each temporary structure that will be used at the event (attach additional sheets of paper if necessary):

What type of temporary structure(s) will be used at the event?

Will the temporary structure, or any part of it, be located in a park? Yes No

Will the temporary structure, or any part of it, be located on a city sidewalk, street, or other public right-of-way?

Yes No

Will the entire temporary structure be located on private property? Yes No

What size is the temporary structure?

If there is more than one temporary structure, will the distance between any two of them be closer than 12 feet apart?

Yes No

Will the temporary structure contain a cooking device that uses electricity, gas, or a flame? Yes No

Will alcohol be served at the event? Yes No

Submissions:

The applicant must submit three identical packets containing the following:

- 1) **Project Summary:** Clearly describe the proposed outdoor event.
- 2) **Scaled Site Plan with dimensions of the property illustrating tent or stage placement.** Additional plans or documents may be required for site work, bleachers, temporary buildings or structures, etc.
- 3) **Property Owner Authorization:** If applicant is not the property owner, notarized written consent of the property owner authorizing the event. Submit attached *Property Owner Authorization* form if applicable.
- 4) **Liability Insurance** for the tent or stage.
- 5) **Flame Retardant Certificates for all tents.**
- 6) **Stages and other structures exceeding 200 square feet require stamped and signed plans by a Georgia registered engineer or architect.**

Fees (non-refundable): \$66.00 for Fire Inspections and \$50.00 for Buildings with each agency application.

I HEREBY AUTHORIZE CITY OF ATLANTA STAFF TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. BY SIGNING BELOW, I HEREBY DECLARE THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION, AND SUBMITTED WITH THIS APPLICATION, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date _____ Signature of Applicant _____

Applicant's Name- Handwritten _____

(FOR OFFICE USE ONLY)

The above request for Sub-permit was _____ on _____

Staff Initial: _____ Date Forwarded: _____

Final Approval Staff Signature: _____

NOTARIZED AUTHORIZATION BY PROPERTY OWNER

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: Sub-Permit for Temporary Event

I, _____ SWEAR THAT I AM THE OWNER
owner(s) name

OF THE PROPERTY LOCATED AT: _____

AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA WHICH IS THE SUBJECT MATTER
OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE
PURSUIT OF THIS APPLICATION.

NAME OF APPLICANT:

ADDRESS: _____

TELEPHONE/EMAIL: _____

Signature of Owner

Print Name of Owner

Personally Appeared
Before Me

Who Swears That The
Information Contained
In this Authorization
Is True and Correct
To The Best of His or Her
Knowledge and Belief.

Signature of Notary Public

Date